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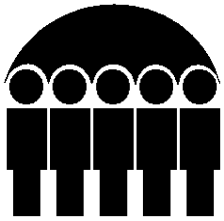
Employees' Manual
Title 14
Chapter K

SCRATCH PAD SYSTEM



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OVERVIEW

The Scratch Pad (SPAD) system is a computer system that calculates benefits. SPAD is used to calculate food stamp benefit levels for use with claims or lost benefits. SPAD does not exchange data with other systems. You can move to and from SPAD using LINK MENU.

SPAD is an on-line system that calculates benefits for any specified month from March 1979 through the current month. The system requires entries for each requested month.

On-line edit messages indicate what entries are necessary so the case can be processed according to the budgeting method required for a given month. SPAD stores these created records. Since storage space is limited, records with six months of inactivity are purged monthly.

SPAD maintains the following food stamp policy factors for each month from March 1979 to the present:

- Gross and net income limits
- Resource limits
- Standard deduction
- Earned income deductions
- Shelter deduction maximums
- Rounding procedures
- Maximum food stamp allotment
- Maximum allotments
- Categorical eligibility
- Standard and actual utility deduction
- Farm loss
- Special elderly/disabled calculations

Workers make entries for each month of the potential claim or lost benefits. SPAD applies the correct policies and tables and calculates the correct amount of benefits for each month requested. The difference between the actual benefits received by the household and the amount calculated by SPAD is the amount of the claim or lost benefit.

Limitations

SPAD does not apply all policies; it only does calculations. Therefore, before using SPAD for the calculation, research the following:

- Claims due to unreported household members. Determine whether the person was a mandatory household member during the time period of the claim.
- Unreported income or resources that were excluded from income or resource determination during the time period of the claim. Determine if the applicable income or resources were excluded.

SPAD does not do the following:

- Give the amount of the overissuance and the total amount of the claim. SPAD computes the correct amount of issuance only.
- Automatically include the Medicare premium, FIP amounts, or child support rebates. Make the SPAD entries to include these for each month calculated.
- Calculate the month of suspension according to policy. The system is not able to apply the correct policy, since it views only one month of eligibility at a time. Do these calculations manually.
- Allow the child support deduction for only the time period when the deduction was allowable. Research this to determine if a child support deduction should be allowed for the time period of the claim.

SCREENS

Access the SPAD system through CICS by entering SPAD on a blank screen or the LINK Menu. The system displays the SPAD Menu. Entries on the menu screen produce a separate set of screens depending on the budgeting method selected.

Scratch Pad Budget Determination Menu

```
                    SCRATCH PAD (SPAD)
                  BUDGET DETERMINATION
                         MENU
            WORKER:
       CASE NUMBER:
           PROGRAM:          A =  FIP
                             B =  FOOD STAMPS
  BUDGETING METHOD:          A =  PROSPECTIVE
                             EB=  PROSPECTIVE / RETROSPECTIVE
            COUNTY:
 EFFECTIVE DATE (M/Y):
            OPTION:
PLEASE ENTER ID, CASE NBR, PROGRAM, BUDGET METHOD, CO, MONTH AND YEAR
   CLEAR = SIGNOFF    6 = EXIT      ENTER = PROCESS
```

The SPAD system requires entries in all selection fields (located after the colons). "B" is the only valid entry for PROGRAM. To create a SPAD record, enter the case number and your worker number on the menu screen.

BUDGETING METHOD field options are "A" for prospectively budgeted cases and "EB" for retrospectively budgeted cases. Selecting the "EB" budgeting method causes the system to do a prospective eligibility determination and a retrospective benefit calculation.

The COUNTY field is a two-digit field. Enter your county number in the field.

EFFECTIVE DATE (M/Y) is a numeric MM/YY field.

When a record does not exist on SPAD for a case number and effective month, the worker number, case number, county number, and effective date roll through to all of the SPAD screens. All other fields are blank or show zeros.

Once a record is created, you can retrieve a case by typing in the case number, county number, worker number, and the effective date on the menu. Your county and worker numbers carry over onto the next screen.

When there is a record on the SPAD system for the effective month entered on the menu, the name, state ID number, and other fields display data, as well as the data that roll from the menu. This indicates that a calculation for that case number and month was completed at another time.

Prospective Budget Screens

Four screens are used for prospective budgeting:

- Add/Change - Prospective/Eligibility
- Extra Income - Add/Change - Prospective/Eligibility
- Result - Prospective/Eligibility/Benefit
- Budget - Prospective/Eligibility/Benefit

Add/Change - Prospective/Eligibility Screen

```
SPAD - FOOD STAMP                ADD/CHANGE - PROSPECTIVE/ELIGIBILITY
EFF DATE 000000    APPL DATE: 000000    FIRST          LAST          TITLE    CO: 01    WKER: CMA2
CASE: 000001 00 0 0          NAME:                                          ST ID:
# ADULTS: 00        # CHD: 00        SHELMAX LRG:      CNTL Y/N:      TOTAL FIP/SSI HH (Y/N):
ELDERLY HH (Y/N):        DISABLED HH (Y/N):        PARTICIPANT (Y/N):        MIGRANT (Y/N): x
TOTAL HH RESOURCES :        00  INITIAL MONTH (Y/N):        FS PENALTY (Y/N): X
-------------------------------- HOUSEHOLD EXPENSES ------------------------------
UTIL AMT:    .00          CODE:                HOMELESS:          SHELTER:    .00
-------------------------------- INDIVIDUAL EARNED INCOME ------------------------
        WEEK 1    WEEK 2        WEEK 3        WEEK 4        WEEK 5        SELF/EMP
EARN:     .00       .00           .00           .00           .00            .00
-------------------------------- INDIVIDUAL UNEARNED INCOME ----------------------
C/S :     .00       .00           .00           .00           .00
UIB :     .00       .00           .00           .00           .00
SSI INCOME:     .00          SOC SEC INC:     .00          R/R RETIREMENT:     .00
VA BENEFIT:     .00          VA AID/ATTEN:    .00          ALIEN SPONSOR:      .00
DIV/INT INC:    .00          EDUCATION INC:   .00          PRIVATE PENSION:    .00
IPERS INC:      .00          CIVIL SERVICE:   .00          CS(REBATE):         .00
FIP PAYMENT:    .00          IPV EARN INC:    .00          OTHER UNEARN INC:   .00
-------------------------------- INDIVIDUAL REDUCTIONS ---------------------------
FARM INCOME (Y/N):           FARM LOSS AMT:        .00     CHILD SUPPORT:      .00
DEPENDENT CARE:     .00      MEDICAL COSTS:        .00     CD/SCRN:    0
WORKER MUST DETERMINE MAXIMUM DEPENDENT CARE
CLEAR = SIGNOFF    1 = MENU          5 = EXTRA INCOME    6 = EXIT          ENTER = PROCESS
```

Mandatory entries for this screen are:

- Client name (FIRST, LAST, TITLE)
- State ID number (ST ID)
- Application date (APPL DATE MMDDYY)
- Number of adults in the household (#ADULTS:, two digits)
- Number of children in the household (#CHD:, two digits)
- Control group indicator (CNTL Y/N)
- Categorical eligibility indicator (TOTAL FIP/SSI HH (Y/N):)
- Elderly indicator (ELDERLY HH (Y/N):)
- Disabled indicator (DISABLED HH (Y/N):)
- Participant status (PARTICIPANT (Y/N):)
- Migrant status (MIGRANT (Y/N):)
- Initial month (INITIAL MONTH (Y/N):)
- Utility code (CODE:)
- Farm income indicator (FARM INCOME (Y/N):)

An on-line edit message appears at the bottom of the screen to ensure these entries.

EFF DATE is the month the calculation is for. It can be up to 12 months after the application date. For example, a case with an application date in October 1988 will allow EFF DATE entries from October 1988 to September 1989.

The EFF DATE can be other than the first of the month if the effective month is an initial month. The EFF DATE field must be changed when the effective month is an initial month and the date of application is other than the first of the month.

The EFF DATE does allow for a future date. This is to allow you to calculate two consecutive months' expedited allotments.

APPL DATE: is the date of the application for certification or the date the recertification began. An APPL DATE entry is not allowed for a future date.

TOTAL FIP/SSI HH: indicates categorical eligibility. Enter "Y" if all household members receive FIP or SSI for the effective month. Enter "N" if only some or no household members receive FIP or SSI for the effective month.

ELDERLY HH (Y/N): Enter "Y" if at least one household member is elderly in the effective month. Enter "N" if no household member is elderly in the effective month.

SHELMAX LRG: Causes the correct maximum shelter expense amount to be used. This indicator is not mandatory. Entry is required for periods when there were two maximum shelter expense amounts. Specifically:

- For months from October 1987 through September 1988, there was one amount for households certified before October 1, 1987, and another for cases certified on or after October 1, 1987.
- For months from March 2001 through February 2002, there is one amount for households certified before March 1, 2001, and another for cases certified on or after March 1, 2001.

Enter a "Y" if:

- The case was newly certified in or after October 1987 but before September 1988. If you do not make entry in this field, an on-line edit appears for this period.
- The case is certified or recertified for a period beginning March 2001 or later, and the certification action is taken after March 1, 2001. If you do not make entry in this field from March 2001 through February 2002, the system uses the $300 maximum shelter deduction.

CONTROL GROUP INDICATOR Y/N: Indicates whether the case was treated under regular policy (the control group) or "welfare reform" policy. Enter "Y" for all months before October 1993 and from July 1997 on. Enter "N" for months from October 1993 through June 1997, unless the case file indicates that the case was part of the control group.

DISABLED HH (Y/N): Enter "Y" if at least one household member is disabled in the effective month. Enter "N" if no household member is disabled in that month.

PARTICIPANT (Y/N): Indicates whether the case is in participant status or applicant status. Enter "Y" for a participant case. Enter "N" for an applicant case.

MIGRANT (Y/N): Enter "Y" if at least one household member is a migrant in the effective month. Enter "N" if no household member is a migrant.

FS PENALTY (Y/N): Enter "Y" if at least one household member has a penalty to be applied in the effective month. Enter "N" if no household member has a penalty.

TOTAL HH RESOURCES: Enter the amount of countable resources for all household members for the effective date. All money fields must contain a decimal point. The SPAD system differs from the Automated Benefit Calculation (ABC) system in that the decimal point is not fixed. If a money field does not contain a decimal point, the calculation may be wrong.

INITIAL MONTH (Y/N): Enter "N" if the month is not an initial month. Enter "Y" if the case meets the definition of initial month for the effective month. Consider a month as an initial month in a claim situation only if that month was an initial month when the original benefits were issued. If the computation is for an initial month, EFF DATE on this screen must be changed when it is other than the first of the month.

UTIL AMOUNT allows for entry of actual utility expenses if the utility code is "A" (for actual) or "C" (combined actual utility expenses and phone standard). When utility code "C" is used, enter the actual utility expense without the phone expense in the UTIL AMOUNT field. The system adds the applicable phone standard to this amount.

When the utility code is "I" for the ineligible member's prorated share, enter the amount of the prorated share in this field.

CODE is a two-position field. The first position in the field is for the utility code. Valid codes for the first position are:

A Actual utility expense only *
B Big standard
C Combined actual utility expense with system added phone standard *
Valid for benefit months before May 2000 only.
I Ineligible member prorated share
L Little standard
N No utility expense
P Phone standard
1 Use when entering a utility amount for a month before August 1991.
2 Use when entering a utility amount for a month before December 1983, when utility amounts were calculated based on household size.

* Valid for benefit months before May 2000.

The second position in the field is for the share code. Valid codes for the second position are:

0 No sharing of utility expenses. Also used as only valid code with utility codes "A," "C," "I," "N," "1," and "2."

2-9 Use with utility codes "B," "L," and "P." Enter the number for the number of shares you want the utility standard divided into.

HOMELESS: Enter code "H" to indicate that the household meets homeless criteria and should be allowed the homeless shelter deduction according to policy. Otherwise, leave blank.

SHELTER records the amount of rent, mortgage, taxes, or insurance.

Enter **INDIVIDUAL EARNED INCOME, INDIVIDUAL UNEARNED INCOME** and **INDIVIDUAL REDUCTIONS** for the case name only. Make entries for the budget month, considering the budgeting method used for the case. Earned income, child support (C/S), and unemployment (UIB) allow entry of a weekly amount. There is a field, SELF/EMP, for entry of self-employment income.

Enter the actual amount of dependent care expense, not to exceed policy limits, incurred by the household.

Enter the full amount in the MEDICAL COSTS field. The system will deduct the $35. **Note:** SPAD <u>does not</u> include the Medicare premium in the medical costs. For people responsible to pay a Medicare premium, you must add the Medicare premium to the amount you enter for medical costs.

The screen has instructions that you can choose after completing entries. The CD/SCRN field can be used instead of the PF function key. Enter the number for the desired function and press the ENTER key.

The PF1 key returns the system to the menu screen. If you enter information to process the case and press the PF1 key before pressing the ENTER key, all the data entered is lost. The SPAD system accumulates the data for the case situation.

Press the ENTER key if there are no other income or deductions to enter for the case. When you enter another IABC system screen in the OPTION field and press the PF6 key, the LINK system is invoked and the system moves to the screen requested.

Press the CLEAR key to sign off from the SPAD system. Signing off at this point, before calculation, does not save the data entered on the SPAD screens.

Press the PF5 key to access the EXTRA INCOME screen. The screen allows entry of additional income and deductions.

Extra Income - Add/Change - Prospective/Eligibility Screen

```
SPAD - FOOD STAMP        EXTRA INCOME - ADD/CHANGE - PROSPECTIVE/ELIGIBILITY
                                  FIRST        LAST        TITLE      CO: 01      WKER: CMA2
CASE: 000001 00 0 0        NAME:                                          ST ID:
------------------------------- INDIVIDUAL EARNED INCOME------------------------------
      WEEK 1      WEEK 2          WEEK 3          WEEK 4          WEEK 5          SELF/EMP
EARN:     .00         .00             .00             .00             .00             .00
------------------------------- INDIVIDUAL UNEARNED INCOME ---------------------------
C/S :     .00         .00             .00             .00             .00
UIB :     .00         .00             .00             .00             .00

SSI INCOME:       .00          SOC SEC INC:      .00          R/R RETIREMENT:      .00
VA BENEFIT:       .00          VA AID/ATTEN:     .00          ALIEN SPONSOR:       .00
DIV/INT INC:      .00          EDUCATION INC:    .00          PRIVATE PENSION:     .00
IPERS INC:        .00          CIVIL SERVICE:    .00          CS(REBATE):          .00
FIP PAYMENT:      .00          IPV EARN INC:     .00          OTHER UNEARN INC:    .00
------------------------------- INDIVIDUAL REDUCTIONS ---------------------------
IS THIS FARM INCOME (Y/N) :      FARM LOSS AMT:        .00
DEPENDENT CARE:      .00         MEDICAL COSTS:        .00
CHILD SUPPORT:.00                                CD/SCRN:  0
CLEAR = SIGNOFF     1 = MENU          5 = EXTRA INCOME     6 = EXIT          ENTER = PROCESS
```

The EXTRA INCOME screen displays the case number. Required entries are the name and state ID number of the household member with income and the farm income indicator.

Complete the remainder of the screen with either a new household member's income information or with new income information for the original household member. Press the ENTER key to cause a calculation.

Press the PF5 key to display an EXTRA INCOME screen for additional entries. The PF1 key returns the system to the SPAD menu, and the PF6 key returns the system to the first screen in the LINK series. Once the calculation is complete, the data are stored on the SPAD system.

Result - Prospective/Eligibility/Benefit Screen

```
SPAD - FOOD STAMP                RESULT - PROSPECTIVE/ELIGIBILITY/BENEFIT

CASE: 000001 00 0 0                                          CO: 01 WKER: CMA1
EFFECT DATE: 000000

IS THIS A PARTICIPANT (Y/N):
COUNTABLE RESOURCES:              .00

EARN INC:          .00        UNEARN INC:       .00        REDUCTIONS:          .00

IPV ERN IN:        .00

MED COST:          .00        DEP CARE:         .00        SHL/UTIL/PH:         .00

CHILD SUPPORT:     .00
----------------------      ----------------------      ----------------------

RESOURCES:         .00        GROSS INC:        .00        NET INCOME:          .00

MAX ALLOW:         .00        MAX ALLOW:        .00        MAX ALLOW:           .00
(ELIGIBLE/INELIGIBLE)         (ELIGIBLE/INELIGIBLE)        (ELIGIBLE/INELIGIBLE)

FS PENALTY DEDUCTIONS (Y/N)

MONTHLY ALLOTMENT:            .00              PRORATED ALLOTMENT:  N/A
                                                            CD/SCRN: 0

CLEAR = SIGNOFF    1=MENU    2=RECALC    4=BUDGET    ENTER=PROCESS    6=EXIT
```

The RESULT PROSPECTIVE/ELIGIBILITY/BENEFIT screen displays the results of the resources, gross income, and net income tests. No entries are allowed on this screen.

If the case shows ineligible for any of these tests, there is no additional SPAD processing. The claim is for the total amount issued to the client. The monthly and prorated allotments are shown for a prospectively budgeted case.

The PF1, PF6, ENTER, and CLEAR keys have the same functions as described earlier.

To recalculate, press the PF2 key to pull up the ADD/CHANGE - PROSPECTIVE/ ELIGIBILITY screen for the month just calculated. Enter the changed information and press the ENTER key to cause the recalculation. The effective date and case number cannot be changed when a recalculation is started with the PF2 key.

Several months' calculations are allowed on a case. Press the PF3 key to display data for the last month entered. Make the necessary changes to the effective and application dates and the case and individual information. All data are carried forward from the previous month's entry.

If extra income entered for the original month is inappropriate for the new month, press the PF5 key to access the EXTRA INCOME - ADD/CHANGE -PROSPECTIVE/ ELIGIBILITY screen. Use the "End of Field" (EOF) key to erase the name and state ID number for that person. Press the ENTER key; the extra income is deleted from that month's record.

Press the PF4 key to access the BUDGET - PROSPECTIVE/ELIGIBILITY/ BENEFIT screen.

Budget - Prospective/Eligibility/Benefit Screen

```
SPAD - FOOD STAMP              BUDGET - PROSPECTIVE/ELIGIBILITY/BENEFIT
CO: 01      WKER: CMA1                          FIRST      LAST      TITLE
NUMBER OF PERSONS CONSIDERED: 0    CASE NAME :
                                   CASE NUMBER: 000001 00 0 0
GROSS EARNINGS:              0.00

     LESS EARN INC DEDUCT:        0.00      EFFECTIVE DATE: 00/00/00
     PLUS IPV EARNINGS:           .00
     LESS FARM LOSS DEDUCT:       .00
     PLUS UNEARNED INCOME:        .00
     FS PENALTY DEDUCT:

TOTAL COUNTABLE INCOME:      0.00
     LESS STANDARD DEDUCT:        .00      MONTHLY ALLOTMENT:          .00
     ACTUAL MEDICAL EXPENSE:      .00
     LESS MEDICAL DEDUCT:         .00      PRORATED ALLOTMENT:         N/A
     ACTUAL DEPENDENT CARE:       .00
     LESS DEP CARE DEDUCT:        .00
     ACTUAL SHEL/UTIL/PHONE:      .00
     LESS EXCESS SHELTER:         .00      === ENTER "D" TO DELETE CASE:
     LESS CHILD SUPPORT DED:      .00

FINAL COUNTABLE INCOME:      0.00                        CD/SCRN:    0

CLEAR=SIGNOFF   1=MENU   2=RECALC   3=NXT MONTH   6=EXIT   ENTER=PROCESS
```

The BUDGET screen shows income and deductions for the case. The monthly and prorated allotment amounts are shown on this screen for a prospectively budgeted case. The PF keys are as described earlier in this chapter.

Enter "D" in the DELETE CASE field to remove cases from SPAD. The storage space for this system is limited, so remove cases when the data are no longer essential. Cases on the system with no activity for six months are purged at the end of the sixth month. This purge program is run monthly.

Retrospective Budget Screens

```
                    SCRATCH PAD (SPAD)
                  BUDGET DETERMINATION
                         MENU

                  WORKER:
             CASE NUMBER:

                 PROGRAM:      A   = FIP
                               B   = FOOD STAMPS

       BUDGETING METHOD:       A   = PROSPECTIVE
                               EB  = PROSPECTIVE / RETROSPECTIVE

                  COUNTY:

     EFFECTIVE DATE (M/Y):
                  OPTION:

PLEASE ENTER ID, CASE NBR, PROGRAM, BUDGET METHOD, CO, MONTH AND YEAR
CLEAR = SIGNOFF          6 = EXIT                    ENTER = PROCESS
```

When you choose the prospective/retrospective budgeting method (EB) on the menu, the system processes through the PROSPECTIVE/ELIGIBILITY/BENEFIT screen already described in this chapter. When you press the ENTER key on the PROSPECTIVE RESULT or BUDGET screens, the ADD/CHANGE - RETROSPECTIVE/BENEFIT screen is displayed.

Add/Change - Retrospective/Benefit Screen

```
SPAD - FOOD STAMP              ADD/CHANGE - RETROSPECTIVE/BENEFIT
EFF DATE  000000     APPL DATE: 000000     FIRST              LAST              TITLE      CO: 01    WKER: CMA2
CASE: 000001 00 0 0              NAME:                                                      ST ID:
# ADULTS: 00          # CHILD: 00          SHELMAX LRG:        CNTL Y/N:          TOTAL FIP/SSI HH (Y/N):
ELDERLY HH (Y/N):          DISABLED HH (Y/N):          PARTICIPANT (Y/N):          MIGRANT (Y/N):
TOTAL HH RESOURCES :          00  INITIAL MONTH  (Y/N):        FSPENALTY (Y/N):
---------------------------------- HOUSEHOLD EXPENSES ----------------------------
UTIL AMT:     .00            CODE:      XX              HOMELESS:              SHELTER:       .00
---------------------------------- INDIVIDUAL EARNED INCOME ----------------------------
        WEEK 1      WEEK 2          WEEK 3          WEEK 4          WEEK 5          SELF/EMP
EARN:       .00         .00             .00             .00             .00             .00
---------------------------------- INDIVIDUAL UNEARNED INCOME ----------------------------
C/S :       .00         .00             .00             .00             .00
UIB :       .00         .00             .00             .00             .00
SSI INCOME:          .00          SOC SEC INC:        .00          R/R RETIREMENT:          .00
VA BENEFIT:          .00          VA AID/ATTEN:       .00          ALIEN SPONSOR:           .00
DIV/INT INC:         .00          EDUCATION INC:      .00          PRIVATE PENSION:         .00
IPERS INC:           .00          CIVIL SERVICE:      .00          CS(REBATE):              .00
FIP PAYMENT:         .00          IPV EARN INC:       .00          OTHER UNEARN INC:        .00
---------------------------------- INDIVIDUAL REDUCTIONS ----------------------------
FARM INCOME (Y/N):                FARM LOSS AMT:          .00      CHILD SUPPORT:           .00
DEPENDENT CARE:          .00      MEDICAL COSTS:          .00      CD/SCRN:     0
WORKER MUST DETERMINE MAXIMUM DEPENDENT CARE
CLEAR = SIGNOFF     1 = MENU          5 = EXTRA INCOME     6 = EXIT          ENTER = PROCESS
```

Entries on this screen are the same as on the prospective screens. When the system processes the retrospective benefit determination, the effective date, the case number, the county and worker number, and the initial month code carry over from the prospective eligibility determination.

Enter different budget months' income and deductions for the retrospective benefit determination. Enter the retrospective budget month income and deductions for the effective date entered.

If there is no extra income, press the ENTER key to process the case. Pressing the ENTER key causes the result screen to display.

Press the PF5 key to enter extra income.

Extra Income - Add/Change - Retrospective/Benefit Screen

```
SPAD - FOOD STAMP        EXTRA INCOME - ADD/CHANGE - RETROSPECTIVE/BENEFIT
                                  FIRST        LAST        TITLE      CO: 01      WKER: CMA1
CASE: 000001 00 0 0      NAME:                                        ST ID:
------------------------------ INDIVIDUAL EARNED INCOME------------------------------
      WEEK 1      WEEK 2          WEEK 3          WEEK 4          WEEK 5          SELF/EMP
EARN:     .00         .00             .00             .00             .00             .00
------------------------------ INDIVIDUAL UNEARNED INCOME ------------------------------
C/S :     .00         .00             .00             .00             .00
UIB :     .00         .00             .00             .00             .00
SSI INCOME:       .00          SOC SEC INC:      .00          R/R RETIREMENT:       .00
VA BENEFIT:       .00          VA AID/ATTEN:     .00          ALIEN SPONSOR:        .00
DIV/INT INC:      .00          EDUCATION INC:    .00          PRIVATE PENSION:      .00
IPERS INC:        .00          CIVIL SERVICE:    .00          CS(REBATE):           .00
FIP PAYMENT:      .00          IPV EARN INC:     .00          OTHER UNEARN INC:     .00
------------------------------- INDIVIDUAL REDUCTIONS ------------------------------
IS THIS FARM INCOME (Y/N) :      FARM LOSS AMT:        .00
DEPENDENT CARE:      .00         MEDICAL COSTS:        .00
CHILD SUPPORT:.00                                                CD/SCRN:              0
CLEAR = SIGNOFF     1 = MENU          5 = EXTRA INCOME     ENTER = PROCESS     6 = EXIT
```

The EXTRA INCOME - ADD/CHANGE - RETROSPECTIVE/BENEFIT screen is the same as the prospective budgeting screen.

This screen does not carry extra income forward from the prospective eligibility determination just entered. If there is extra income, enter the retrospective budget month income and deductions for the effective date entered.

Result - Retrospective/Benefit Screen

```
SPAD - FOOD STAMP              RESULT - RETROSPECTIVE/BENEFIT

CASE: 000001 00 0 0                                    CO: 01    WKER: CMA1
EFFECT DATE: 000000

IS THIS A PARTICIPANT (Y/N):
COUNTABLE RESOURCES:          .00

EARN INC:        .00          UNEARN INC:      .00          REDUCTIONS:      .00

IPV ERN IN:      .00

MED COST:        .00          DEP CARE:        .00          SHL/UTIL/PH:     .00

CHILD SUPPORT:   .00
---------------------        ----------------------        ---------------------

RESOURCES:       .00          GROSS INC:       .00          NET INCOME:      .00

MAX ALLOW:       .00          MAX ALLOW:       .00          MAX ALLOW:       .00
  (ELIGIBLE/INELIGIBLE)          (ELIGIBLE/INELIGIBLE)          (ELIGIBLE/INELIGIBLE)

FS PENALTY DEDUCTIONS (Y/N)

MONTHLY ALLOTMENT:          .00     PRORATED ALLOTMENT:  N/A
                                                          CD/SCRN: 0

CLEAR = SIGNOFF   1=MENU   2=RECALC   3=NXT MTH   4=BUDGET   ENTER=PROCESS   6=EXIT
```

This is the same as the RESULT PROSPECTIVE BUDGET screen. When the "EB" budget method is chosen, the system does not show prorated or monthly amounts for the prospective eligibility determination. If the prospective determination shows ineligibility, no further determination is necessary for that month.

Press the PF4 key to display the BUDGET - RETROSPECTIVE/BENEFIT screens.

Budget - Retrospective/Budget Screen

```
SPAD - FOOD STAMP              BUDGET - PROSPECTIVE/ELIGIBILITY/BENEFIT
CO: 01        WKER: CMA1                          FIRST        LAST        TITLE
NUMBER OF PERSONS CONSIDERED: 0     CASE NAME:
                                    CASE NUMBER: 000001 00 0 0

GROSS EARNINGS:              0.00

     LESS EARN INC DEDUCT:        0.00        EFFECTIVE DATE: 00/00/00
     PLUS IPV EARNINGS:           .00
     LESS FARM LOSS DEDUCT:       .00
     PLUS UNEARNED INCOME:        .00
     FS PENALTY DEDUCT:

TOTAL COUNTABLE INCOME:      0.00
     LESS STANDARD DEDUCT:        .00        MONTHLY ALLOTMENT:          .00
     ACTUAL MEDICAL EXPENSE:      .00
     LESS MEDICAL DEDUCT:         .00        PRORATED ALLOTMENT:         N/A
     ACTUAL DEPENDENT CARE:       .00
     LESS DEP CARE DEDUCT:        .00
     ACTUAL SHEL/UTIL/PHONE:      .00
     LESS EXCESS SHELTER:         .00        === ENTER "D" TO DELETE CASE:
     LESS CHILD SUPPORT DED:      .00

FINAL COUNTABLE INCOME:      0.00                          CD/SCRN:    0
CLEAR=SIGNOFF   1=MENU   2=RECALC   3=NXT MONTH   6=EXIT   ENTER=PROCESS
```

The BUDGET screen shows the income and deductions for the case. The PF keys are as described earlier.

Enter "D" in the DELETE CASE field to remove cases from SPAD.

MESSAGES

These messages appear on the Scratch Pad screens when incorrect entries are made. Follow directions in the Reason/Solution column to resolve the discrepancy.

MESSAGE	REASON/SOLUTION
Worker number must be entered	Nothing was entered in the worker field, or data in the field was removed. This is a required field. Re-enter.
Worker number is invalid	The worker number must meet the ABC criteria. Re-enter.
Case number must be entered	Enter the case number, including the check digit.
Program must be an "B"	Either nothing was entered, or something other than "B" for food stamps was entered. Enter "B."
Budget method must be an "A" or "EB"	Either nothing was entered, or something other than "A" or "EB" was entered. If income is the same for eligibility and benefit tests, use "A." If the income is not the same, use "EB." Re-enter.
County must be numeric	The county field must be entered and it must be a two-digit number 00 through 99. Re-enter.
Date field in error	The month or year fields were not entered, or they were not numeric. Re-enter.
Date field month in error	The month field was not 01 through 12. Re-enter.
Scratch Pad invalid prior to 03/01/79 for food stamps	Check the month and year entered. Enter a valid month and year for food stamp calculations.
FIP program is not available at this time	The operator selected the FIP program. The FIP program is not available on SPAD.
Invalid PF key used	The PF key pressed is not valid for the screen displayed. Enter a PF key listed at the bottom of the screen.

MESSAGE	REASON/SOLUTION
Effective date and application date must be entered	Enter the dates.
The application date cannot be zeros	Enter the application date.
The date entered for the application date is invalid	The application date must be entered in MM/DD/YY format.
The effective date entered is invalid	The effective date must be entered in MM/DD/YY format.
Effective/application dates time span is invalid	The effective date cannot be more than one year after the application date.
Number of adults must be numeric	The number of adults either was not entered or was not numeric. Re-enter.
Number of children must be numeric	The number of children either was not entered or was not numeric. Re-enter.
Number of adults plus children cannot be zero	Either number of adults or the number of children must be greater than zero.
Total of adults and children must be greater than zero	There must be some adults or children in the household.
Total of adults and children cannot exceed 50	The total of adults plus children is greater than 50.
Individuals entered greater than 16 -- PF5 not valid	Scratch Pad cannot handle more than 16 household members with income. If there are more than 16 household members with income, you must do the calculations manually.
The application date cannot be greater than the current date	The date entered for the application date is later than the current date. Check and re-enter.

MESSAGE	REASON/SOLUTION
To process data already entered, use enter key	On the previous income screen, you pressed PF5. A new blank screen was sent, but no data was entered. If there is no more income, ENTER to continue the processing. If there is more income, enter the data and then select either PF5 for more income screens or ENTER to continue processing.
Name cannot be spaces	The NAME field cannot be blank. Enter the case name.
State ID cannot be spaces	Nothing has been entered into the state ID field. Enter the state ID number.
Invalid state ID	The state ID must be seven digits followed by one letter. Enter the correct state ID number.
Control must be answered "Y" or "N"	Nothing has been entered in the CNTL field. Enter "Y" for all cases before October 1993 and from July 1997 on. Enter "N" for months from October 1993 through June 1997, unless the case file indicates that the case was part of the control group.
Participant must be answered "Y" or "N"	Nothing has been entered in the PARTICIPANT field. Enter "Y" if case has participant status. Enter "N" if case has applicant status.
Ineligible for prorated benefits less than $10	The client would have been eligible for a prorated amount, except it was less than $10.
Elig/No Pay	The client has met the eligibility requirements, but the amount calculated for the benefits was less than the minimum allowed to be paid.
Ineligible because of resources, no further processing will be done	The client failed the resource test. No other tests were performed.
Entries not found for effective date entered	Check the effective date entered. If the effective date is valid, contact the DHS SPIRS Help Desk.

MESSAGE	REASON/SOLUTION
Farm loss must be subtracted from the other self-employment income first	Policy states that if there is a farm loss to report and there is any self-employment income, the farm loss must be subtracted from the self-employment income. If there is more self-employment income than farm loss, enter only the difference as self-employment and leave the farm loss as zeros. If there is more farm loss than self-employment income, list the difference as farm loss and leave the self-employment income as zeros.
Elderly must be answered "Y" or "N"	This field is required to perform calculations.
Disabled must be answered "Y" or "N"	This field is required to perform calculations.
If elderly = Y, adults must = more than zero	If there is no adult included in the household, there cannot be any elderly person in the household.
Farm income indicator must be a "Y" or "N"	This field is required to perform calculations.
Farm loss not valid unless INC indicator = Y	The farm income indicator was set to "N," but data were entered into the farm loss field. To show a loss from farming, the income indicator must be "Y."
Farm loss not valid for effective date	Farm loss was entered, but the effective date is before April 1, 1986. The farm loss must be removed or the effective date must be changed.
Medical cost invalid if no elderly or disabled in household	The medical cost is allowed only for households with elderly or disabled people in them. Either remove the medical costs or set the ELDERLY and DISABLED field to "Y."

MESSAGE	REASON/SOLUTION
If SSI income, elderly or disabled must = "Y"	Only elderly or disabled people can receive SSI. If there is SSI income, the proper ELDERLY and DISABLED field must be set to "Y."
FIP/SSI indicator must be answered "Y" or "N"	This field is required to perform calculations.
IPV income not valid before 10/1/87	Before October 1, 1987, intentional program violation income received the 20% earned income deduction.
Initial month must be a "Y" or a "N"	The initial month field must contain a "Y" if this is the initial month for food stamp calculations. Otherwise, enter an "N."
New cert must be a "Y" or "N" from 10/01/87 thru 09/30/88	Enter "Y" when the month of application is October 1, 1987, through September 30, 1988.
Utility code must be a "1" or "2" or "A" or "B"	Enter "1" or "2" or "A" or "B." The code depends on the date for the calculation.
Utility code must not be "L" before 8/1/91	Enter the correct code.
Utility code must be "A" or "B" or "L"	Enter the correct code.
Utility code must be "B" or "L" or "P" or "N" or "S"	Enter the correct code.
Utility code must be a "2" prior to 12/83 - if wrong HH, check manual	Before December 1983, the standard amount was based on household size and other factors. These amounts must be entered as actual utility expenses for processing. Check the policy manual for the date of the calculation.
Utility code must be a "1" or "A" if amount entered	The utility code "1" must be used if the FS date is before August 1, 1991, and an amount was entered.

MESSAGE	REASON/SOLUTION
Utility share must be numeric value of 0 through 9 excluding 1	Enter the correct numeric value.
Utility code must be “B” or “L” or “P” or “C” if utility share entered	Either the utility code or the share code is incorrect. Check entries and enter the correct combination.
Utility code must be “I” if amount entered after 4/30/00	Either the utility code or the amount entered is incorrect. Check entries and enter the correct combination.
Utility code must be “A” or “C” if amount entered before 5/1/00	Either the utility code or the amount entered is incorrect. Check entries and enter the correct combination.
Required system table (S470P141) is unavailable	Contact the DHS SPIRS Help Desk.
Required system table (S470P142) is unavailable	Contact the DHS SPIRS Help Desk.
Required system table (S470P143) is unavailable	Contact the DHS SPIRS Help Desk.
Required system table (S470P144) is unavailable	Contact the DHS SPIRS Help Desk.

STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

October 24, 2000

GENERAL LETTER NO. 14-K-3

ISSUED BY: Office of Policy Analysis, Division of Policy and Rules Integration

SUBJECT: Employees' Manual, Title 14, Chapter K, ***SCRATCH PAD SYSTEM***, Title page, revised; Contents (page 1), revised; and pages 1 through 22, revised.

Summary

Material on the "Scratch Pad" system has been converted to the new manual format and revised to reflect the current policy, system programming, and system screen changes.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 14, Chapter K, and destroy them:

Page	Date
Title page	March 22, 1994
Contents (page 1)	March 22, 1994
1-22	March 22, 1994

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.

STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

March 6, 2001

GENERAL LETTER NO. 14-K-4

ISSUED BY: Office of Policy Analysis, Division of Policy and Rule Integration

SUBJECT: Employees' Manual, Title 14, Chapter K, ***SCRATCH PAD SYSTEM***, pages 4, 5, 6, 7, and 13, revised.

Summary

Pages 4 and 13 are revised to include the change in the SPAD screen to reflect the system field name change for NEW CERT Y/N to SHELMAX 340. This change is for the implementation of the increased maximum shelter deduction effective March 2001 for certifications beginning March 2001 and later.

Page 6 is revised to provide an explanation of the changed system field name.

Effective Date

March 1, 2001

Material Superseded

Remove from Employees' Manual, Title 14, Chapter K, pages 4-7 and 13, all dated October 24, 2000, and destroy them.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.

STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

September 4, 2001

GENERAL LETTER NO. 14-K-5

ISSUED BY: Office of Policy Analysis, Division of Policy and Rule Integration

SUBJECT: Employees' Manual, Title 14, Chapter K, ***SCRATCH PAD SYSTEM***, pages 4, 6, and 13, revised.

Summary

This chapter is revised to reflect a name change to the system field SHELMAX 340. The new name of the field is SHELMAX LRG. This change is for implementation of the increased maximum shelter deduction effective October 2001 for certifications beginning October 2001 and later.

Effective Date

August 27, 2001

Material Superseded

Remove from Employees' Manual, Title 14, Chapter K, pages 4, 6, and 13, all dated March 6, 2001, and destroy them.

Additional Information

Refer questions about this general letter to your regional benefit payment administrator.

STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

May 7, 2002

GENERAL LETTER NO. 14-K-6

ISSUED BY: Office of Policy Analysis

SUBJECT: Employees' Manual, Title 14, Chapter K, ***SCRATCH PAD SYSTEM***, page 1, revised.

Summary

This chapter is revised to remove the reference of expedited food stamp benefits as a calculation done in the Scratch Pad (SPAD) system. Effective May 6, 2002, the Automated Benefit Calculation (ABC) system is programmed to calculate the amount for the expedited food stamp benefit and issue benefits from the Department's central office.

Effective Date

May 1, 2002

Material Superseded

Remove page 1, dated October 24, 2000, from Employees' Manual, Title 14, Chapter K, and destroy it.

Additional Information

Refer questions about this general letter to your area income maintenance supervisor 2.